Town of Fair Haven THE SLATE CENTER OF THE NATION • CHARTERED OCTOBER 27, 1779

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Records Management Policy & Procedure

1. Purpose

All Vermont public bodies are responsible for creating, managing, and disposing of records in accordance with State and Federal laws and regulations governing recordkeeping and record retention. This policy intends to ensure that all of Fair Haven employees and representatives conform to applicable laws and regulations regarding the management and disposition of the Town of Fair Haven's (Town's) records.

2. Scope

All Town records are public records as defined by 1 VSA §317 as, *"...any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business."*

3. Policy Statement

It is the Town's policy to comply with 1 VSA Chapter 5, Subchapter 3 (referred to as *"Vermont's Public Records Laws"*). All written or recorded information, regardless of physical form or characteristics, produced or acquired in the course of business shall be managed in accordance with record schedules approved be the State Archivist.

4. Relevant Laws, Regulations, Standards, and Procedures:

1. 1 VSA §315-320: Access to Public Records, including 1 VSA §317a: Disposition of Public Records
2. 3 VSA §218: Agency/Department Records Management Program
3. 3 VSA §117: Vermont State Archives and Records Administration
4. Archives and Records Management Handbook issued by VSARA

5. General Requirements

The Town takes reasonable precautions to keep its records authentic and reliable. Selectboard members and staff strive to ensure that records are safe from alteration, damage, and theft by implementing best practices and State records management standards.

All records must be retained in the legal custody of the Town until retention requirements established by VSARA record schedule have been met. Under no circumstances shall a Town representative or staff, *"...destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule approved by the state archivist pursuant to 3 VSA §117(a)(5)."*

Unless transferred into the State Archives according to a record schedule, the Town maintains legal custody of its records, regardless of format and physical location. The Town's records shall be accessible and retrievable in a timely manner for Town representatives and staff, other government employees, and the public. Decisions to deny or allow access to any records ultimately reside with the Selectboard and the Town Manager. If a record is exempt from public access, procedures set forth in 1 VSA §315-320 shall be followed.

If the Town is served with a discovery request for records, or any representative of Fair Haven or staff becomes aware of pending litigation, investigation, claim, negotiation, audit, or other extenuating circumstance, the Town representative or staff shall take necessary steps to immediately suspend destruction of any related records and data.

6. Record Retention Requirements

All Town representatives and staff must follow directives listed in the schedules below. For reference purposes, see General Records Schedules as published on VSARA's website at: http://vermont-archives.org/records/schedules/general.

General Records Schedules (GRS)

- Accounting Records (GRS-1000.1002). Approved January 2011.
- Administrative Policy Records (GRS-1000.1102). Approved March 2009.
- Appointment Records (GRS-1493.1004). Approved April 2012.
- Audit Records (GRS-1000.1007). Approved January 2012.
- Budget Records (GRS-1000.1012). Approved April 2012.
- Contracting Files (GRS-1000.1126). Approved March 2009.
- Enforcement Records (GRS-1000.1033). Approved November 2013.
- Grants Management Records (GRS-1000.1110). Approved February 2011.
- Investigation Records (GRS-1000.1100). Approved October 2012.
- Land Use and Related Permits (GRS-1482.1104). December 2011.
- Marketing Records (GRS-1000.1062). Approved December 2011.
- Monitoring Records (GRS-1000.1063). Approved April 2012.
- Operational / Managerial Records (GRS-1000.1103). Approved March 2009.
- Payroll Management Records (GRS-1009.1103). Approved May 2010.
- Personnel Files (GRS-1304-1103). Approved June 2012.
- Transitory Records (GRS-1000.1000). Approved December 2010.
- GRS for Public Utilities (March 2011—does not yet include all utilities.)

7. Severability

This policy and its various parts are severable. If any part is adjudged invalid, the remainder of this policy shall not be affected thereby.

8. Amendments

This policy may be amended by a majority vote of the total membership of the Fair Haven Selectboard.

This policy is adopted by the Fair Haven, VT Selectboard this 29th day of September, 2014.

Christopher Cole, Chair

Robert Richards

Jeffrey Sheldon, Clerk

David Ward

Roderic Holzworth, II